



## **TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES**

### **OFFICE SERVICES SUPERVISOR II**

#### **DEPARTMENT OF INDUSTRIAL RELATIONS DIVISION OF WORKERS' COMPENSATION – MEDICAL UNIT**

**Position:** Office Services Supervisor II

**Salary:** Range \$2,759 - \$3,355

**Locations:** 1515 Clay St. 18<sup>th</sup> Fl. Oakland, CA 94612-1486

**Duties:** Under the direction of the Office Services Supervisor III, Administrative Services Unit, the incumbent is responsible for supervising and training a group of employees engaged in clerical work that support the mission, goals and objectives of the Department and the Division of Workers' Compensation (DWC). The position oversees the clerical operations of the Medical Unit and performs the following duties: participates in the selection, performance evaluations, counseling, grievance handling, scheduling of work, attendance review, and approvals of leave including sick leave, and training of all staff in the Unit. The OSS II assigns work, reviews the assignments of subordinate staff for accuracy and for conformance to Division Policy. Assess the training needs of subordinate staff, where there are no state training courses to meet training needs, the incumbent will work to identify other viable training vehicles or develop training programs him/herself. The OSS II will work with the OSS III in reviewing and responding to grievances at the first level, and developing corrective action plans for problem employees. Reviews work operations to ensure that the work flows smoothly and that the processing of mail is handled in a timely manner. Performs other related duties as assigned.

**SROA and Surplus Employees will be given first consideration and are encouraged to apply.**

Current State employees who are eligible for transfer or list appointment to the above class may apply by sending an application to:

Department of Industrial Relations  
Division of Workers' Compensation  
P.O. Box 420603  
San Francisco, CA 94142-0603  
Attention: Bronwyn Ahlbrecht (510) 286-7090

**Applications accepted until August 3, 2006 or until position filled**

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.